



Kentucky Department of Education (KDE - OAA)

## Student Data Review and Rosters



# **SDRR 2016-4 Year and 2015-5 Year Adjusted Cohort Graduation Rate Student Listing Data Review User Manual**

Kentucky Department of Education

Office of Assessment and Accountability

KDE:OAA:DADI:tl 1/28/2016

<b>Welcome Screen .....</b>	<b>3</b>
<b>Log In .....</b>	<b>4</b>
<b>Home Page .....</b>	<b>5</b>
<b>Cohort SDRR Section .....</b>	<b>6</b>
Filters.....	8
Export to Excel or PDF .....	10
<b>Change Student Information .....</b>	<b>12</b>
<b>Data Verification .....</b>	<b>12</b>
How do I use this data to check my data? .....	12
<b>Calculate a preliminary adjusted cohort graduation rate .....</b>	<b>18</b>
<b>End Status/Withdrawal Codes .....</b>	<b>20</b>
Graduate End Codes.....	20
Verified Transfers (Removed from Cohort and Non Participation = 'VT' .....	20
Dropouts or GED recipients- Not on Time .....	21
<b>Questions .....</b>	<b>21</b>


## Welcome Screen

To log in, open your web browser, and navigate to <https://oaa-adc.education.ky.gov/>. You will see this page.



Kentucky Department of Education (KDE - OAA)

# Student Data Review and Rosters



Home > Login

Logout

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of the assessment results in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit data review requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the Kentucky Performance Rating for Educational Progress(K-PREP), EXPLORE, PLAN, ACCESS for ELLs, ACT and other tests.

Please use your user name and password.

**DAC** - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

**OAA Staff and Admin** - Please contact Application Admin/developer to gain access.

**School Staff and Related Users** - Please contact your local WAAPOC to gain access.

 Toll Free : 1-866-538-7435  
Local : 1-502-564-2002

 E-mail : [ketshelpdesk@education.ky.gov](mailto:ketshelpdesk@education.ky.gov)

**Registered Users**

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

**Security Disclaimer!**

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.



Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

## Log In

Enter your user name and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

<p>Data from <b>multiple</b> schools are available to you. However, you may only access one entity at a time. Please select a school or district that is available to you from the list below, and the selected data will load automatically.</p> <div><p><input checked="" type="radio"/> Adair County - Data Editor</p><p><input type="radio"/> Adair County High School - Data Editor</p><p><input type="radio"/> Atherton High School - Data Editor</p><p><input type="radio"/> Jefferson County - Data Editor</p></div> <p><input type="button" value="Go"/> <input type="button" value="Cancel"/></p>	<div><p>Your Location: <b>Adair County</b></p><p><input type="button" value="Change Access Location"/></p></div>
---	--

# Home Page



EVERY CHILD  
PROFICIENT & PREPARED FOR  
SUCCESS

Kentucky Department of Education (KDE - OAA)



Kentucky Department  
of Education

Student Data Review and Rosters



COMMONWEALTH OF KENTUCKY  
FOUNDED 1792

Home

Logged in as: [FieldTester] -- Logout

<b>Data Review</b> Status: <b>OPEN</b>  <a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Transfers Listing</a> <a href="#">Download</a>  <a href="#">Go to Data Review</a>	<b>Rosters</b> Status: <b>CLOSED</b>  <a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Transfers Listing</a> <a href="#">Download</a>  <a href="#">Go to Rosters</a>	<b>Cohort</b> Status: <b>OPEN</b>  <a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Download</a>  <a href="#">Go to Cohort</a>	<b>Access</b> Status: <b>CLOSED</b>  <a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Transfers Listing</a> <a href="#">Download</a>  <a href="#">Go to Access</a>	<b>CCR</b> Status: <b>OPEN</b>  <a href="#">Student Listing</a> <a href="#">Change Listing</a> <a href="#">Download</a>  <a href="#">Go to CCR</a>
--	--	---	--	---

Welcome, Field!

Latest announcement - 8/11/2014 11:46:00 AM by KDE Staff

Data Review, CCR Scores, and Cohort manuals may be found [here](#).

- If there is a question about assessment policies or procedures, please e-mail [dacinfo@education.ky.gov](mailto:dacinfo@education.ky.gov).
- If you are not sure how to determine accountability, please review the accountability flow charts at the end of the SDRR manual, or use this [tool](#).
- If there are SDRR log in issues, contact your district [WAAPOC](#).
- To report application errors, e-mail [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov) or call 866.538.7435.
- For other issues not covered above, e-mail [KDEAssessment@education.ky.gov](mailto:KDEAssessment@education.ky.gov)

- The large buttons indicate which sections of SDRR are open by their color – green is open, red is closed. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.
- The opening and closing dates are displayed in each section.

## Cohort SDRR Section

[Home](#) > Cohort

### Cohort

This section of SDRR is used for viewing cohort student listings for current year 4, 5 and 6 year reports. All changes must be made in Infinite Campus and only during data review periods can a change request be submitted for issues that cannot be resolved in Infinite Campus.

[Jump to Top](#)

**Data Last Updated**  
**7/31/2015**

**Students without a graduation end status are now set to Not On-Time Status.**

**From :** 1/13/2016 12:00:00 AM EDT **To :** 3/1/2016 12:00:00 AM EDT

SDRR Tasks	Quick Links	Changes
<input type="checkbox"/> Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.	<a href="#">Cohort Student Listing</a> • <a href="#">2015 5 Year Cohort</a> • <a href="#">2016 4 Year Cohort</a>	Total : <a href="#">0</a>
<input type="checkbox"/> Review End Status and make corrections as needed in local edition of Infinite Campus.	<a href="#">Cohort Change Listing</a>	New : <a href="#">0</a>
<input type="checkbox"/> Review End Date and make corrections as needed in local edition of Infinite Campus.	<a href="#">Download - Cohort</a>	Updated - Need Info : <a href="#">0</a>
<input type="checkbox"/> Review Accountable School. If incorrect, submit change request.		Denied : <a href="#">0</a>
<input type="checkbox"/> Review Non Participation. If student is Foreign Exchange, in incorrect cohort, or a Verified Transfer, submit change request.		Closed : <a href="#">0</a>
<input type="checkbox"/> Review Cohort Review Change listing in SDRR, noting any Denied or Updated changes for possible further action.		Approved : <a href="#">0</a>
<input type="checkbox"/> Update any student changes that are marked as updated by OAA staff, to provide the information requested.		Pending OAA Approval : <a href="#">0</a>
<input type="checkbox"/> At the end of the Cohort review window, save a copy of the Cohort student listing.		<a href="#">[All Reports]</a> ▼

- On the left side of SDRR application (screen shot above), there is a list of tasks that should be completed during the initial viewing of the cohort. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during cohort data review. **The items in gray will be unlocked during the 10 day ticket submission data review period.**

## Cohort Student Listing

Choose the Cohort Student Listing by clicking in the Quick Links box. The 2015 5 year should contain the same students that were in your 2015 4 year. Check to make sure all students who graduate in their 5<sup>th</sup> year shows correctly. The 2016 4 Year is the new report for the 2015-2016 school year.

[Home](#) > Cohort

### Cohort





This section of SDRR is used for viewing cohort student listings for current year 4, 5 and 6 year reports. All changes must be made in Infinite Campus and only during data review periods can a change request be submitted for issues that cannot be resolved in Infinite Campus.

[Jump to Top](#)

**Data Last Updated**  
**7/31/2015**

**Students without a graduation end status are now set to Not On-Time Status.**

From : 1/13/2016 12:00:00 AM EDT To : 9/1/2016 12:00:00 AM EDT

SDRR Tasks	Quick Links	Changes
<input type="checkbox"/> Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.	<a href="#">Cohort Student Listing</a> * <a href="#">2015 5 Year Cohort</a> * <a href="#">2016 4 Year Cohort</a>	 Total : <a href="#">0</a>
<input type="checkbox"/> Review End Status and make corrections as needed in local edition of Infinite Campus.	<a href="#">Cohort Change Listing</a> <a href="#">Download - Cohort</a>	 New : <a href="#">0</a>
		 Updated - Need Info : <a href="#">0</a>
		 Denied : <a href="#">0</a>

After you choose the cohort student listing that you want to review, you will see the list. Example screen shot is on the next page.



Kentucky Department of Education (KDE - OAA)

## Student Data Review and Rosters



Home > Cohort Student Listing

Logged in as: [FieldTester] -- Logout

Cohort Student Listing																
Student Name or SSID																
Search																
Clear																
257 rows returned																
Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime
Yes	ABBASOVA, CHRISTOPHER AGUIRRE	12	9999999999	09/13/1995	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	General Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, LANDYN	12	9999999999	06/28/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	General Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, MACKENZIE KATHERINE	12	9999999999	02/14/1996	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	Advanced Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, NOAH AGUIRRE	12	9999999999	06/10/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Alternative HS Diploma	G02	05/30/2014	No
Yes	ABBASOVA, SAMANTHA MARIE	12	9999999999	10/12/1995	F	Hisp: No Race: W	NA	Adair County High School	VT	No	No	Free	None	W22	08/14/2013	NA
Yes	ABBASOVA, SHELBY MARIE	12	9999999999	12/14/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	Advanced Diploma	G02	05/30/2014	Yes
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18																
Save Excel																
Save PDF																
Filters																

The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

### Filters

- Click on the Filters button at the bottom left.
- You can filter the student list to view different groups as follows:
  - By All Students, Accountable to District, Not Accountable to District



- By first letter of last name
  - By grade level
  - By Cohort Year (Cohort Type)
  - On Time Status
  - District
  - School
- District level users will also be able to filter by schools within their district. School level users will only see their own school.

The screenshot shows a 'Filters' menu with a green header. The menu is divided into three main sections: Accountability, Cohort Type, and District/School. The Accountability section has two dropdowns: 'Accountability:' and 'On Time:', both set to '\*'. The Cohort Type section has a dropdown for 'Cohort Type:' set to '2015 4 Year Cohort', and two dropdowns for 'L. Name:' and 'Grade' both set to '\*'. The District/School section has a dropdown for 'District:' set to '\*' and a dropdown for 'School:' set to '\*'. At the bottom of the menu are three buttons: 'Apply', 'Clear Filter Selections', and 'Cancel'.

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown above, there are several accountability filters:

- All Students or \* – **this is the default view on the filter for data review**, and includes all students in specific cohort
- Accountable – Students Accountable to district or school (Yes)
- Not Accountable, such as accountable to state (No), or NA (Removed from Cohort due to Verified Transfer or Foreign Exchange Student)

If filters have been applied, the export will reflect those selections.

## Export to Excel or PDF

**Cohort Student Listing**

Search Clear

Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime
No	AALBERTS, KAI CHRISTOPHER	10	9999999999	10/27/1995	M	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W22	10/28/2013	No
No	AALDERS, CARSON	11	9999999999	11/09/1995	M	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	08/13/2012	No
No	AALDERS, MOLLY	11	9999999999	03/07/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W24	02/15/2013	No
No	AARDEMA, KENDRICK WILLIAM	11	9999999999	03/14/1995	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W23	10/18/2012	No
No	AARON, AARON ALLEN	11	9999999999	02/12/1995	M	Hisp: No Race: AI	Adair County High School	Adair County High School	-	No	No	Free	None	W25	10/25/2012	No
No	AARON, ANNA	11	9999999999	08/02/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	01/31/2013	No
No	AARON, ANTAWON	11	9999999999	03/20/1995	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	03/20/2013	No
No	AARON, ARIA FA...	11	9999999999	08/30/1996	F	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/23/2013	No
No	AARON, AUSTIN	11	9999999999	05/04/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			No
No	AARON, BRYNDI	11	9999999999	08/18/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	10/16/2012	No
No	AARON, BROOKE RAE	12	9999999999	09/08/1996	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes
No	AARON, BROOKE	11	9999999999	11/13/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	12/13/2012	No
No	AARON, CAMERON M	11	9999999999	11/09/1995	M	Hisp: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/23/2013	No
No	AARON, CHRISTIAN LEONARD	12	9999999999	12/13/1995	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes
No	AARON, CHRISTIAN	12	9999999999	06/19/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes
No	AARON, DALLAS WAYNE	12	9999999999	06/12/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Reduced	None			Yes
No	AARON, EMILY T	12	9999999999	07/12/1996	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes
No	AARON, GAREYELLE SNOWIE	12	9999999999	12/20/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	No	None			Yes
No	AARON, JAMES LEONARD	12	9999999999	08/23/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes

1 2 3 4 5 6 7 8 9 10 11 12 13

Save Excel Save PDF Filters

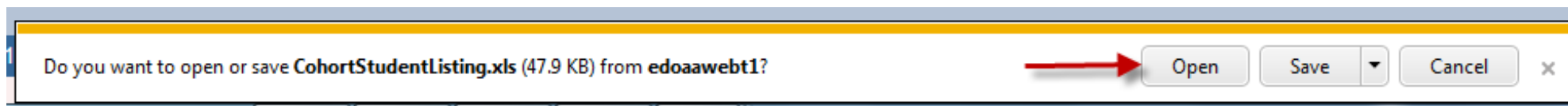
Click on one of the export buttons at the bottom left.

The student listing may be exported, and filters may be applied prior to exporting if needed.

**IMPORTANT NOTE:** The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in

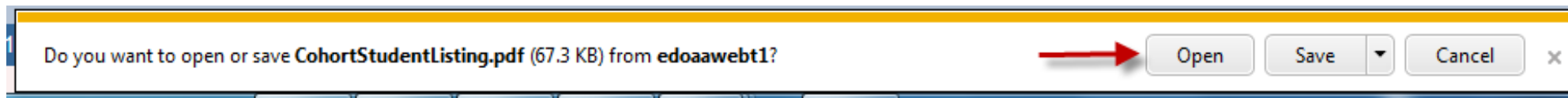
identifying students whose information is incorrect and to provide information about changes. **Making changes to an exported file will NOT result in SDRR changes.** Requests for SDRR changes MUST be made online in the application.

If you have Excel 2007, you will see the following message when the file is opening:

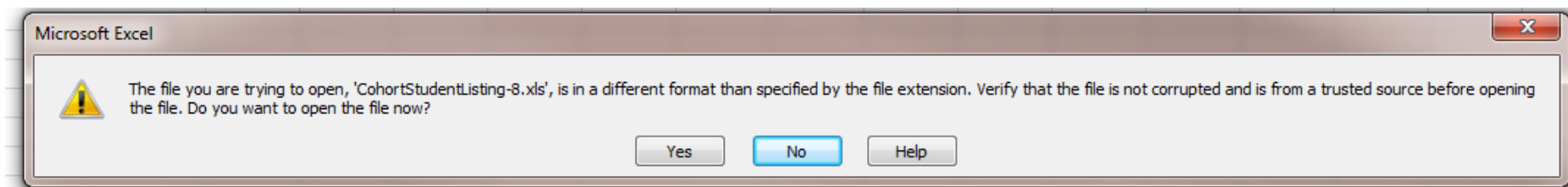


To open the file, Click Open. If you save the file as an Excel 1997-2003 workbook, you will no longer see this message.

This is the same for the PDF.



If you see this message when opening Excel, then you are opening this into a new version of Excel. Go ahead and click on Yes and it will open the file in Excel.



## Change Student Information

- All student information can be viewed on the Student Listing and **ONLY during Data Review Periods** will you be able to change through SDRR

## Data Verification

How do I use this data to check my data?

1. You can use the Filters option at the bottom of the screen to filter for each section.

The screenshot shows a 'Filters' panel with a green header. It contains several dropdown menus for filtering student data. The 'Accountability' dropdown is set to '\*'. The 'On Time' dropdown is set to '\*'. The 'Cohort Type' dropdown is set to '2015 4 Year Cohort'. The 'L. Name' dropdown is set to '\*' and the 'Grade' dropdown is set to '\*'. The 'Non Part' dropdown is set to '\*'. The 'District' dropdown is set to '\*' and the 'School' dropdown is set to '\*'. At the bottom of the panel are three buttons: 'Apply', 'Clear Filter Selections', and 'Cancel'.

2. Verify that the demographics are correct for each student. Leave the filters set to all students as indicated by the asterisk (\*). You will want to check gender, race, IEP, EL/LEP and lunch status. Corrections should be made in Infinite Campus as well as entering a change request in SDRR. If it looks like there is a larger scale problem for any of these fields, please let us know so we can evaluate if the data has been extracted correctly. Send an e-mail to [KDEAssessment@education.ky.gov](mailto:KDEAssessment@education.ky.gov) with subject line Cohort Question. **Please note that whatever demographics are listed will be reported, so check these for errors.**

3. Filter by School and then by each section below to determine if the data is correct.

The screenshot shows a 'Filters' dialog box with a green header. It contains three main sections: Accountability, Cohort Type, and District/School. The Accountability section has two dropdowns: 'Accountability:' and 'On Time:', both set to '\*'. The Cohort Type section has a dropdown for 'Cohort Type:' set to '2015 4 Year Cohort', and two dropdowns for 'L. Name:' and 'Grade:' both set to '\*'. The District/School section has two dropdowns: 'District:' and 'School:', both set to '\*'. A red rectangular box highlights the 'District:' and 'School:' dropdowns. At the bottom are three buttons: 'Apply', 'Clear Filter Selections', and 'Cancel'.

a. On Time

- i. **No-** First look at students are listed as No. These students should either be 2015 cohort students who have not graduated, a dropout (Withdrawal codes W23, W24, W25 or CO1 with no following enrollment), earned a GED (W26 or W27 withdrawal codes) or earned an alternative diploma. Alternative Diplomas and GED's are not defined by the US Department of Education as a regular high school diploma. If the student graduates on time with a regular diploma prior to July 31<sup>st</sup>, they should be listed as Yes (On Time).

This screenshot shows the same 'Filters' dialog box as above, but with the 'On Time:' dropdown menu open. The dropdown menu is highlighted with a red rectangular box and shows a list of options: '\*', 'Yes', 'No', and 'NA'. The 'Yes' option is currently selected and highlighted in blue. All other filter settings remain the same as in the previous screenshot.

- ii. **NA-** These are students who have been marked as Non Participants because they are Foreign Exchange Students (indicated on enrollment screen), Verified Transfers (W20, W21 or W29 withdrawal codes), Deceased (W08 withdrawal code) or Withdrawn due to medical issues (W07 withdrawal code). **Note: Beginning with the current school year (2014-2015), W22 withdrawals are only used for transfers between Kentucky Public Schools. Out of state enrollments are indicated with an end status of W29. If a school ends an enrollment with a W22 and there is not an enrollment in another Kentucky public school, after the W22, the student will remain a dropout. This applies to students with No Show enrollments at the beginning of the 2014-2015 school year.**
- iii. **Yes\*-** All students who graduated in four years (for 4 year report) or five years (for five year report) with a regular high school diploma.

**\* For preliminary reports, grade 12 students with blank end statuses are temporarily set to On-Time Status. After the end of the school year (July 31), any student in grade 12 who does not have a graduation end status (G01-G04) will be changed to Not On-Time.**

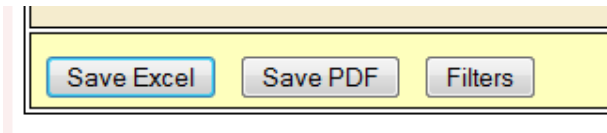
b. Accountability

- i. Accountable are all students whose last enrollment was at this school.
- ii. Not accountable are students who are state accountable (wards of the court or state placed into A5 or A6 programs) or district accountable. These students are not part of the cohort rate calculation for this school.

Filters			
Accountability:	Cohort Type:	District:	
Accountable ▼	2015 4 Year Cohort ▼	* ▼	
*	L. Name: * ▼	Grade: * ▼	School: * ▼
All Students	Non Part: Participated ▼		
Accountable			
Not Accountable			

Apply Clear Filter Selections Cancel

4. What do I do if something is wrong?
  - a. All changes should be made in Infinite Campus.
  - b. Change requests can be submitted for fields in bold on the student listing (**Only during Data Review Period**).
  - c. If there are changes that cannot be made in Infinite Campus, send an email to the [kdeassessment@education.ky.gov](mailto:kdeassessment@education.ky.gov) mailbox with the Cohort Questions in Subject line.
5. If you want to provide this data to schools for verification, you can choose the school, the cohort type (defaults to the list that you chose) and all other options are indicated with all students (\*). Apply the filter and choose Save Excel or Save PDF. If you get errors while opening the Excel, you may have a different version of Excel and can ignore the errors. Once the data loads to Excel, you can save it to whatever format of Excel that you or your schools are using.



You can also create this list by clicking on Download- Cohort from the initial Cohort Menu.

[Home](#) > Cohort

### Cohort

This module is the location for viewing Cohort Student Listing. All changes must be made in Infinite Campus.

[Jump to Top](#)

From : 8/17/2014 9:00:00 AM EDT To : 8/26/2014 5:00:00 PM EDT

SDRR Tasks	Quick Links	Changes
<input type="checkbox"/> Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.	Cohort Student Listing * <a href="#">2013 5 Year Cohort</a> * <a href="#">2014 4 Year Cohort</a>	<div>Total : 19</div>
<input type="checkbox"/> Review End Status and make corrections as needed in local edition of Infinite Campus.	<a href="#">Cohort Change Listing</a> <a href="#">Download - Cohort</a>	<div>New : 6</div>
<input type="checkbox"/> Review End Date and make corrections as needed in local edition of Infinite Campus.		<div>Updated - Need Info : 1</div>
<input type="checkbox"/> Review Accountable School. If incorrect, submit change request.		<div>Denied : 0</div>
<input type="checkbox"/> Review Non Participation. If student is Foreign Exchange, in incorrect Cohort, or a Verified Transfer, submit change request.		<div>Closed : 0</div>
<input type="checkbox"/> Review Cohort Review Change listing in SDRR, noting any Denied or Updated changes for possible further action.		<div>Approved : 12</div>
<input type="checkbox"/> Update any student changes that are marked as updated by OAA staff, to provide the information requested.		<div>Pending OAA Approval : 0</div>
<input type="checkbox"/> At the end of the Cohort review window, save a copy of the Cohort student listing.		<div>[All Reports] ▼</div>

You can then set filters for the download as shown below.



## Download - Cohort

Download Student Listing Data:

Filters		
Accountability: ▼	Test Type ▼ 2015 4 Year Cohort ▼	District: ▼
	L. Name	School: ▼

Clear Filter Selections

Save Student Listing Excel

Save Student Listing PDF

Download Change Listing Data:

Filters	
District:	▼
School:	▼
Change Status	▼
Test Type	▼

Clear Filters

Save Change Listing Excel

Save Change Listing PDF

## Calculate a preliminary adjusted cohort graduation rate

To calculate a preliminary rate, follow the instructions below. The example is for a 2015 4 year rate for a school. The 2014 5 year rate can be calculated by choosing the 2014 5 Year Cohort and set the other filters as shown below.

### 2015 Four Year Adjusted Cohort Graduation Rate Calculation Formula

Number of cohort members who earned a regular high school diploma by the end of the 2014-15 school year

**A**

Number of first-time 9<sup>th</sup> graders in the fall of 2011 (starting cohort) plus students who transferred in,  
Minus students who transfer out, emigrate or die during school years 2011-12, 2012-13, 2013-14 and 2014-15

**B**

### For Numerator (A of formula shown above)

Scroll down to bottom of page and click on Filters. Choose District, School, On Time= Yes, Accountability = Accountable and Non Part= Participated. Leave cohort type = 2015 4 year. Apply filter and then scroll to top. The number of rows returned is shown. That is the numerator for the formula. Example below shows 182.

The screenshot shows a 'Filters' dialog box with the following settings:

- Accountability:** Accountable
- On Time:** Yes
- Cohort Type:** 2015 4 Year Cohort
- L. Name:** (empty)
- Grade:** (empty)
- District:** Adair County
- School:** Adair County High School
- Non Part:** Participated

At the bottom of the dialog box are three buttons: 'Apply', 'Clear Filter Selections', and 'Cancel'.

Cohort Student Listing															Student Name or SSID		Search	Clear
															182 rows returned			
Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime		

## Denominator (Part B of formula shown above)

For the Denominator for the bottom part of the formula, you can get by one step if you just want the total or you can do in two steps if you want to see each part of that equation

Filters			
Accountability: Accountable	Cohort Type: 2015 4 Year Cohort	District: AdairCounty	
On Time: •	L. Name: • Grade: •	School: AdairCounty HighSchool	
	Non Part: Participated		
<input type="button" value="Apply"/> <input type="button" value="Clear Filter Selections"/> <input type="button" value="Cancel"/>			

Cohort Student Listing															Student Name or SSID		Search	Clear
															196 rows returned			
Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime		

So for this example, A is equal to 182. B is equal to 196. The adjusted cohort graduation rate for this example is  $182/196 \times 100 = 92.9\%$ .

## End Status/Withdrawal Codes

### Graduate End Codes

- G01- A pupil who completes the school year in the school of the most current enrollment **On-Time Graduate 4 and 5 year reports**
- G02- A pupil who graduates in four (4) years. If a student graduates during the summer they have until the start of the next school year to be included in the prior year. **On-Time Graduate 4 and 5 year reports**
- G03- A pupil who graduates in five (5) years. **On-Time Graduate for 5 year report only. Not On-Time for 4 year report.**
- G04- A pupil who graduates in six (6) or more years **Not On-Time Graduate for 4 or 5 year report.**

### Verified Transfers (Removed from Cohort and Non Participation = 'VT')

- W07-A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services or if the student has obtained a doctor's statement certifying the condition.
- W08- A pupil withdrawn due to death
- W20- A pupil transferred to a home school. The re-entry code to use with W20 shall be R20
- W21- A pupil transferred to a nonpublic school (excluding home school)
- W22\*- A pupil who has transferred to another public school district and for whom a request for student records has been received or enrollment has been substantiated or a pupil who is known to have moved out of the United States.

**\*Note: A W22 is not a verified transfer if there is no subsequent enrollment into a Kentucky public school beginning with the 2014-2015 school year or if the subsequent enrollment is at a dropout required for enrollment program, such as the Bluegrass Challenge Academy. Beginning with the 2014-2015 school year, a W29 must be used to indicate an enrollment in another state. This applies to students with No Show enrollments at the beginning of the 2014-2015 school year.**

- W29- A pupil who has transferred to an out of state school for whom a request for student records has been received or enrollment has been substantiated

## **Dropouts or GED recipients- Not on Time**

- W12- A pupil under the jurisdiction of the court
- **W22- A W22 is a dropout if there is no subsequent enrollment into a Kentucky public school beginning with the 2014-2015 school year or if the subsequent enrollment is at a dropout required for enrollment program, such as the Bluegrass Challenge Academy. Beginning with the 2014-2015 school year, a W29 must be used to indicate an enrollment in another state. This applies to students with No Show enrollments at the beginning of the 2014-2015 school year.**
- W23- A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year
- W24- A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated
- W25- A pupil who is at least 16 years of age and has dropped out of public school
- W26- A pupil who has withdrawn from school after completing a secondary GED Option program and receiving a GED certificate
- W27- A student who has withdrawn from school and subsequently received a GED
- W28- A student who has reached the maximum age for education services without receiving diploma or alternative high school diploma CO1 or C01- A pupil who completes the school year in the school of the most current enrollment. No subsequent enrollment without a graduation end status (G01-G04) is a dropout.

## **Questions**

For questions regarding password or access, contact local district WAAPOC. For Cohort specific questions, send an email to our KDEAssessment mailbox at [kdeassessment@education.ky.gov](mailto:kdeassessment@education.ky.gov) or contact our Division of Support and Research at 502-564-4394. For data specific questions, contact Tina Logan at 502-564-9853 extension 4740 or David Curd at 502-564-9853 extension 4744.